How to Apply for DIA Civilian Jobs

Directorate for Human Capital
Office of HC Online Services

You Must Apply Online for DIA Civilian Jobs

- **For best results, use Internet Explorer to prepare your application.**

The application package you build online will contain:

- **Your résumé – built on-line**
- **Your responses to the Mandatory and Highly-desired Assessment Factors**
- **Any required attachments**

Directorate for Human Capital

RULES FOR ALL TO FOLLOW WHEN WORKING IN DIA's EMPLOYMENT SITES

1. Use TAB – rather than ENTER, to move from one field to another.

2. DO NOT use the "BACK" button/arrow.   Instead use the links on the page to move to a previous screen.

3. Save your work often – the system times-out if you have not moved from one field to another for a period of 30 minutes.

For All Applicants Applying on the Internet

Directorate for Human Capital

Using Microsoft Internet Explorer, go to www.dia.mil.

Click "Vacancies and Employment Information."

For All Applicants Applying on the Internet

Directorate for Human Capital

Visit the various links on this page to learn more about employment at DIA.

When you're ready to move on – click the BIG BLUE BUTTON

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For All Applicants Applying on the Internet

You will be asked if you are a current DIA civilian employee.

Are you a current DIA civilian employee?

Yes   No

If you **ARE** a DIA civilian employee, in order to apply through www.dia.mil, you'll need to click "No" to proceed.

For All Applicants Applying on the Internet

Directorate for Human Capital

The first time you visit our site, you'll need to create an account with your e-mail address and a password.

NOTE – to receive e-mail messages about your application – be SURE to enter your e-mail address for the network on which you are applying.

You will be able to access your application ONLY on the network on which you prepared it!

DIA Applicant Log-in Page

Welcome to your DIA Applicant Log-in page!

On this page, you may explore employment opportunities at DIA – and – if you'd like to apply, log-in to our syste application.
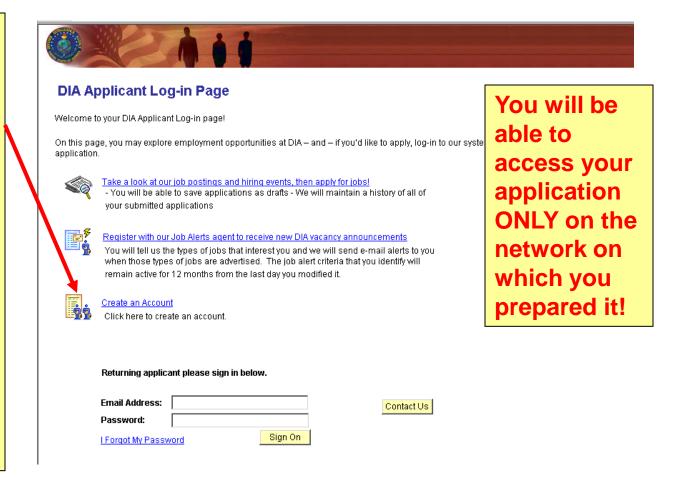
Take a look at our job postings and hiring events, then apply for jobs!
- You will be able to save applications as drafts - We will maintain a history of all of your submitted applications

Register with our Job Alerts agent to receive new DIA vacancy announcements
You will tell us the types of jobs that interest you and we will send e-mail alerts to you when those types of jobs are advertised. The job alert criteria that you identify will remain active for 12 months from the last day you modified it.

Create an Account
Click here to create an account.

Returning applicant please sign in below.

Email Address:

Password:

I Forgot My Password   Sign On   Contact Us

For All Applicants Applying on the Internet

Directorate for Human Capital

Enter your e-mail address and password here.

Click "*Register*"

Apply for Job

Identification

Since this is your first registration, you will need to register with an e-mail address and password. Use the e-mail address that you use on THIS (classified) network.

The e-mail address may be used to contact you regarding your application. Enter your chosen e-mail address and then your password. You should select a password that you can easily remember but is not obvious to others. The password you enter should be no fewer than 6 characters and no more than 12 characters long. It must contain at least one letter and at least one number. When you have entered your chosen e-mail address and password, click Register. If you have come to this page by mistake, please click Return to Sign On.

Email Address:

Password:

Confirm Password:

Register

Return to Sign On

* Required Field

DIA Applicant Home

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For All Applicants Applying on the Internet

Click here to start your search for vacancy announcements and information about other recruiting activities.

DIA Applicant Home

Welcome to your DIA Applicant Home Page! Click the links, below, to explore employment opportunities at the Defense Intelligence Agency.

Take a look at our job postings and hiring events, then apply for jobs!
- You will be able to save applications as drafts - We will maintain a history of all of your submitted applications

Register with our Job Alerts agent to receive new DIA vacancy announcements
You will tell us the types of jobs that interest you and we will send e-mail alerts to you when those types of jobs are advertised. The job alert criteria that you identify will remain active for 12 months from the last day you modified it.

View My Job Basket
Click here to view the vacancy announcements that are in your Job Basket - and apply for those that interest you.

Change password
Change your password used to sign in as an applicant.

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For All Applicants Applying on the Internet

Directorate for Human Capital

On this page, you can specify parameters which will narrow your search – by occupational group, by location, …..

Vacancy Announcement Search

View Vacancy Announcements

On this page, you can search for advertised jobs using custom search criteria. You can check multiple job categories and locations. To display all available jobs, simply leave all boxes unchecked. To view vacancies at one of the US Combatant Commands, you must leave the location field blank. After you make your selections, click the SEARCH button at the bottom of the page.

Click each job category link to learn more about the duties of jobs in each group.

ADVISORY NOTE: All positions in the Defense Intelligence Agency are in the excepted service and covered by the Defense Civilian Intelligence Personnel System (DCIPS), a pay-banded, pay-for-performance system.

NOTE: Check in the boxes under Job Basket to save those jobs that you would like to explore further. If you are unable to add a job to your job basket (e.g., executive positions), read the vacancy announcement for specific job application procedures. NOTE: Not all announcements have a specified salary range -searching by "minimum salary" may not display all open announcements.

Job Categories (check all that apply)

☐ Information Technology	☐ Facilities and Logistics	☐ Financial Services	☐ Executive Positions
☐ Special Programs	☐ Rotational Assignments	☐ Administrative	☐ Collection
☐ Human Capital	☐ Analysis	☐ Acquisition	☐ Security
☐ Legal Services	☐ Education	☐ Intelligence Operations	☐ Technicians
☐ Communications and Media	☐ Health Services	☐ Oversight and Compliance	☐ Science and Technology
☐ Counterintelligence	☐ Jobs Relocating Under BRAC		

Hiring Event(s)

☐ Hiring Event(s)
Click here to review and pre-register for DIA's hiring events

Location(s)

Location: [▼]   [Delete]

[Add a Location]

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For All Applicants Applying on the Internet

Directorate for Human Capital

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Job Categories (check all that apply)

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☐ Legal Services	☐ Education	☐ Intelligence Operations	☐ Technicians
☐ Communications and Media	☐ Health Services	☐ Oversight and Compliance	☐ Science and Technology
☐ Counterintelligence	☐ Jobs Relocating Under BRAC		

Hiring Event(s)

☐ Hiring Event(s)
  Click here to review and pre-register for DIA's hiring events

Location(s)

Location: [▼]   [Delete]

[Add a Location]

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For All Applicants Applying on the Internet

Directorate for Human Capital

…….. by keyword, by VA number, salary or grade. BE CAREFUL – don't make your search so specific that you miss some jobs!

Home | Worklist | Add to Favorites | Training O

Keyword(s)

Keyword: [   ]

e.g. logistics, administration, intelligence, etc.

Additional Criteria

Vacancy Announcement Number: [   ]

Minimum Salary: [   ]   Pay Grade: From [▾] To [▾]

[Search]   [Reset Search Criteria]

When you are ready to shop, click "*Search*"…..

TIP: to view ALL announcements, leave this form blank and click "**SEARCH.**"

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For All Applicants Applying on the Internet

Directorate for Human Capital

These are your search results - -

Click here to see the vacancy announcement.

Click here to put this job in your Job Basket – from there, you'll prepare your application.

Reset Search Criteria

Position Title	Closing Date	Pay Plan/ Series/Grade	Location	Vacancy Announcement		Job Basket
Salt Lake City Hiring Event	06/18/2007	GG-0132-07/15	WASHINGTON, D.C.	E07-017694-04-DSL	Mandatory Factors	☐
Dayton Ohio Hiring Event	06/26/2007	GG-0132-07/15	WASHINGTON, D.C.	E07-017907-01-DSL	Mandatory Factors	☐
Intelligence Officer (General Analysis)	06/27/2007	GG-0132-12/13	RESTON, VIRGINIA	R07-017913-01-LD	Mandatory Factors	☑
Intelligence Officer (General Analysis)	06/26/2007	GG-0132-10/13	WASHINGTON, D.C.	R07-017885-01-LD	Mandatory Factors	☐
Intelligence Officer (Collection Assessment)	06/25/2007	GG-0132-13	ARLINGTON, VIRGINIA	P07-017874-01-AYB	Mandatory Factors	☐
Intelligence Officer (Collection Assessment)	06/25/2007	GG-0132-13	ARLINGTON, VIRGINIA	P07-017872-01-AYB	Mandatory Factors	☐

Click here to see the assessment factors for the job.

When you have made your selections, click here to view the contents of your Job Basket.

View Contents of Job Basket/Apply for Jobs

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For All Applicants Applying on the Internet
Directorate for Human Capital

This is the Vacancy Announcement

| Vacancy Announcement | Additional Job Requirements | Employment Criteria | Conditions of Employment | How Do I Apply? | Privacy Act Statement |

More information is available under these tabs.

Classification:
UNCLASSIFIED

Vacancy Announcement

Vacancy Announcement Number:	P10-028116-01-KLK
Position:	Intelligence Officer (Political/Military)
Specific Position Title:	Korean Theater Political, Military and Economics Analyst
Area of Consideration:	Open All Sources

Opening Date:	24-MAY-2010	**Closing Date:**	2-JUN-2010
Number of Positions Available:	1	**Pay Plan:**	IA
Location:	YONGSAN, KOREA	**Series:**	0132
Type of Appointment:	Permanent	**Pay Band(s):**	B03
Contact Information:	Kimberly Kopeski 202-231-5500	**Salary Range:**	From $62467 to $115742 annually
		Work Schedule:	Full Time

This is the top section of the Vacancy Announcement, showing the basic information about the position.

DCIPS Pay Band and GG Equivalent
This is an Occupational Band 3 job in the Defense Civilian Intelligence Personnel System (DCIPS). Band 3 duties are at the full performance level, and are equivalent to those at the GS/GG 11, 12, and 13. The selectee's salary will be set within the band equivalent to a GS/GG grade based on the selectee's qualifications in relation to the job.

For All Applicants Applying on the Internet

Position Summary:

The incumbent serves as an Intelligence Specialist (Pol/Mil) with responsibility for researching, analyzing, and producing on a specific foreign country/regions military and political developments and issues. As such, the incumbent applies a skills to assess military-political leadership, national military strategy, strategic doctrine, regional relations, security, an developments. In conjunction with senior analysts, develops and/or recommends analytical approaches to problems a incomplete, controversial, or for which no precedent exists.

Additional Position Info:

- Researches, analyzes, and produces a full range of all-source intelligence products focusing on foreign military and p developments in an assigned foreign country/region for policy makers and operators. Maintains currency on political an of individuals, groups, and governments, including advances and developments that relates to or impact the area of res
- Produces in-depth intelligence assessments on military political leadership, national military strategy, doctrine, region concerning the area of responsibility. Inputs a wide variety of sources into coherent assessments. Prepares briefings fo values, threat perceptions, and decision-making methods.
- Identifies significant intelligence gaps and coordinates collection equirements to meet current and anticipated intellige Evaluates intelligence reporting, formulates collection requirements, and recommends areas of production and collecti estimates of future situations and establishes methodologies for problems not solved by generally accepted methods.
- Identifies significant trends within assigned subject-matter area and proposes new or revised analytical projects to alert decision-makers to new developments and to meet customer requirements. Maintains awareness of political and military capabilities of important actors within the assigned area of responsibility in terms of activities, developments, patterns and trends as well as regime stability and dynamics, national security strategy, and political military relations with neighboring countries and terrorist organization. Plans, implements, and maintains automated databases required to prepare products.
- Develops and maintains liaison with counterparts within the Agency, other national intelligence agencies, and components of U.S. commands to coordinate intelligence assessments. Participates in conferences, meetings, exercises, and working groups. Mentors and guides less experienced analysts.
- Performs other duties as assigned.

Assignments require knowledge of a wide range of concepts, principles, and practices in political and military relationship and skill in applying this knowledge to difficult work assignments. A thorough and detailed knowledge of and skill in applying analytical and evaluative techniques for developing new or modified intelligence work methods, approaches, or procedures; and to identify, evaluate, and recommend solutions to issues and/or problems. Knowledge of military forces/defense and security issues to include national security strategy, foreign policy and leadership structure. Comprehensive knowledge and experience integrating military capabilities and military-political assessments on regional issues. Knowledge of intelligence-related IT systems and databases.

The center section of the announcement describes the duties of the job.

Directorate for Human Capital

For All Applicants Applying on the Internet

How Will I be Evaluated?

QUALIFICATIONS:
Basic Requirements:
You must possess 1 year of specialized experience at the level of difficulty and responsibility equivalent to the next lower qualifying band or equivalent GS/GG level, which is directly related to the position being filled. Your experience must demonstrate possession of the necessary knowledge, skills, abilities, and competencies to successfully perform the duties of the position.

Please note that some occupational series have specific mandatory education and/or experience qualification requirements, therefore we recommend that you refer to the appropriate Office of Personnel Management (OPM) Qualification Standard for additional detail regarding how your education and experience will be evaluated (http://www.opm.gov/qualifications/standards/indexes/num-ndx.asp).
All qualification requirements must be met by the closing date of the announcement.

In addition to meeting the Basic Requirements:

In addition to the qualifications identified in this vacancy announcement, there is also a time-in-band/grade requirement. Time-in-band/grade is the 52 week requirement federal civilian employees must serve at the next lower band/grade before they are eligible for promot... will ... ... the next higher GGE level. The time-in-band/grade requirement applies only to applicants who have held a federa... weeks. If applicable, the time-in-band/grade requirement must be met by the closing date of the announcement.

HOW WILL I BE EVALUATED:
DIA will evaluate your online application and the narrative responses you submit addressing the mandatory and h... position.
ONLINE APPLICATION:
Your online application must clearly indicate that you possess the education and mandatory qualification requirem... vacancy announcement. Please note that some vacancy announcements may not specify education and/or manda... we recommend that you refer to the appropriate Office of Personnel Management (OPM) Qualification Standard for... education and experience will be evaluated (http://www.opm.gov/qualifications/standards/indexes/num-ndx.asp).

TIME-IN-BAND/GRADE REQUIREMENT:
In addition to the qualifications identified in this vacancy announcement, there is also a time-in-band/grade require... requirement federal civilian employees must serve at the next lower band/grade before they are eligible for promot... the next higher GGE level. The time-in-band/grade requirement applies only to applicants who have held a federal civilian position within the last 52 weeks.

> This section describes the basic qualifications for the job.

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For All Applicants Applying on the Internet

NARRATIVE FOR MANDATORY POSITION-RELATED ASSESSMENT FACTORS:
When completing the online application, you will be required to provide a narrative addressing each mandatory assessment factor. These factors describe capabilities which directly relate to the position being advertised and are essential for successful job performance. Before starting to write a narrative, you should refer back to the job duties described in the announcement under "Position Summary" and "Additional Position Information". When addressing each factor, you MUST document your experience and accomplishments as they relate to the duties and responsibilities identified in the position description so it is evident that you possess the necessary qualifications to successfully perform the job duties described in this announcement. Not provi_____ _____ addressing these duties, not fully addressing each of the mandatory assessment factors, or simply referencing information contained in you_ _____ application is considered insufficient and will remove you from further consideration for the position. While most responses to individual fac___ _____ exceed the equivalent of one typed page, we recommend your written response to each factor may not exceed the equivalent of the three (3) ____

NARRATIVE FOR HIGHLY DESIRED ASSESSMENT FACTORS:
When completing the online application, you are encouraged to provide a narrative addressing each highly desired assessment factor. DIA ____ desired assessment factors to identify the best qualified applicant in cases where several applicants appear to be comparatively qualified b_ _____ narratives submitted addressing the mandatory assessment factors. Again, you should refer back to the job duties described in the annou___ _____ "Position Summary" and "Additional Position Information." When addressing each factor, you should document your experience and accom_____ ____ is evident you possess the necessary qualifications to successfully perform the job duties described in this announcement

Mandatory Position-Related Assessment Factors:

1. Collects, analyzes and integrates complex information to develop options or logical conclusions for difficult issues
2. Produces strategic-level assessments and projections of the influence of cultural, historical, geographic, and regional factors applying m___ knowledge of regional factors
3. Extracts knowledge from sources that may contain partial, highly complex, seemingly unrelated, technically sophisticated, unusual, or su___
4. Articulates complex analytic methodology and assessments concisely and in terms relevant to the user to create insight that supports de___

Highly Desired Assessment Factors:

1. Experience with the United States Forces Korea (USFK)/Combined Forces Command (CFC) intelligence organizations and mission.

NOTE: DIA positions are in the Excepted Service under 10 USC 1601 appointment authority. All candidates must be U.S. citizens and are subject to a thorough background inquiry and any required medical examinations. All applicants conditionally selected for this position and all DIA employees are subject to initial and aperiodic counterintelligence-scope polygraph tests. All applicants conditionally selected for this position will be required to submit, prior to appointment, to urinalysis, to screen for illegal drugs. Employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. All civilian employees are required to participate in the DoD Direct Deposit/Electronic Fund Transfer of Pay Program. All candidates will be considered without regard to race, color, religion, sex, national origin, age, marital status, disability, or sexual orientation. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions are encouraged to apply.

> In this section, you will view the assessment factors to which you must respond in the on-line application.

DEFENSE INTELLIGENCE AGENCY

For All Applicants Applying on the Internet

| Vacancy Announcement | Additional Job Requirements | Employment Criteria | Conditions of Employment | How Do I Apply? | Privacy Act Statement |

ADDITIONAL JOB REQUIREMENTS

Applications must be received by MIDNIGHT (Eastern Time) of the closing date of the announcement, unless otherwise waived prior to the vacancy announcement's closing date. For questions, or to receive reasonable accommodations regarding the submission of your application, please contact customer service representative at 202-231-5500 no later than 3 p.m. Eastern Time of the closing date of the vacancy announcement.

May be required to perform duty at other operating locations.

Relocation (permanent change of station) costs may not be authorized.

Current Federal employees (non-DIA) must also submit a copy of the SF50, notification of personnel action, that documents their appointment to or promotion to the highest grade held.

All DIA employees are subject to world-wide deployment to crisis situations and may be required to serve anywhere in the world.

All DIA employees are subject to initial and aperiodic counterintelligence-scope polygraph tests.

Availability for shift work, extended hours, and travel is required for this position.

All employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. An agreement is also required to authorize agency pre-publication review of certain material prior to disclosure during and after employment with DIA.

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision for granting reasonable accommodation will be on a case-by-case basis.

If you are claiming 5-points Veterans' preference, you must submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other documentation that supports your claim. Applicants claiming 10 points veterans' preference must submit a DD-214 and Standard Form 15, Application for 10-Point Preference, as well as required documentation indicated on the form. Lack of supporting documentation will result in the Agency's inability to recognize veteran status for this announcement.

Employees must participate in the DoD Direct Deposit/Electronic Fund Transfer of Pay (DD/EFT) Program, with net pay deposited directly into the employee's account of choice at his/her designated financial institution.

On the Additional Job Requirements page, you'll more about agency requirements related to this job.

For All Applicants Applying on the Internet

Directorate for Human Capital

| Vacancy Announcement | Additional Job Requirements | **Employment Criteria** | Conditions of Employment | How Do I Apply? | Privacy Act Statement |

Defense Intelligence Agency
Employment Criteria

Initial Employment: Initial employment with DIA is subject to:

1. Completion of a satisfactory personnel special security background investigation or reinvestigation to ensure compliance with the agency's special employment criteria. This investigation will include verification of experience, education, and personal history to ensure an applicant is eligible for access to SCI by meeting the following criteria:

- The applicant's character, conduct, and discretion must be above reproach and he/she must have unquestioned loyalty to the U.S.
- The applicant must be a U.S. citizen.

2. Any required medical examination.

3. Personal interviews, if required.

4. Initial and a periodic counterintelligence-scope polygraph examination.

5. Satisfactory completion of a urinalysis test to screen for illegal drug use. Applicants who refuse to be tested shall not be extended an offer of employment. In the event a positive test result is obtained, applicants will have the opportunity to submit medical documentation that may support a legitimate use for a specific drug or substance. Such information will be reviewed only by the Medical Review Officer to determine whether the applicant is legitimately using an otherwise illegal drug. Applicants who fail to substantiate the legitimate use of a specific drug or substance shall not be extended an offer of employment.

This page is for external applicants only. It lists agency employment criteria which must be met before a final job offer can be made.

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For All Applicants Applying on the Internet

Vacancy Announcement | Additional Job Requirements | Employment Criteria | **Conditions of Employment** | How Do I Apply? | Privacy Act Statement

DEFENSE INTELLIGENCE AGENCY
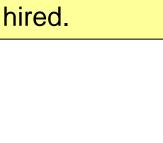**WASHINGTON, D.C. 20340**

YOU WILL BE REQUIRED TO SIGN THE FOLLOWING CONDITIONS OF EMPLOYMENT IF YOU ARE OFFERED EMPLOYMENT WITH DIA

CONDITIONS OF EMPLOYMENT

General

The Defense Intelligence Agency mission is one of paramount importance to the security and defense of the United States. As a key component of the U.S. Intelligence Community, the Agency is primarily responsible for meeting the foreign military and military-related intelligence requirements of the National Command Authorities, the Secretary of Defense, the Joint Chiefs of Staff, and the Combatant Commands worldwide. Employment with the Agency presents a unique opportunity to personally contribute to the national defense and provides exceptionally challenging career opportunities which few other employees in Government or the private sector can match.

Because of the unique nature of the mission, all civilian positions have been designated special sensitive requiring that employees meet the rigid security and suitability standards for access to Sensitive Compartmented

> The agency's Conditions of Employment are signed by all new employees when they are hired.

For All Applicants Applying on the Internet

| Vacancy Announcement | Additional Job Requirements | Employment Criteria | Conditions of Employment | How Do I Apply? | Privacy Act Statement |

HOW DO I APPLY?

Complete and submit an application package following these instructions.

Reasonable Accommodations: DIA encourages applicants with disabilities to apply for positions at the agency, and will provide reasonable accommodations upon request on a case-by-case basis. Applicants in need of a reasonable accommodation during any part of the application and/or hiring process should notify the personnel representative identified on the vacancy announcement.

If you have access to the JWICS or SIPRNet classified networks, you must complete and submit your job application electronically using DIA's online job tool hosted on JWICS or SIPRNet. Details are as follows:

DIA civilian employees with JWICS access:

- Log-in to eZHR, navigate to "My Civilian eZHR Self Service," select Applicant Home, and then Applicant Home Page, search for vacancy announcements and put jobs that interest you in your Job Basket. Complete and submit your online application before the VA closing date.
- Log-in to eZHR, navigate to Applicant Home, search for vacancy announcements and put jobs that interest you in your Job Basket. Complete and submit your online application before the VA closing date.
- If you are already logged in to eZHR and reading these instructions inside a specific vacancy announcement, simply click the first tab at the top of the page titled, "Vacancy Announcement," scroll to the bottom of the page, and put this job in your Job Basket. Complete and submit the online application before the VA closing date.

In this section, you'll find a list of FAQs relating to the application process.

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For All Applicants Applying on the Internet

| Vacancy Announcement | Additional Job Requirements | Employment Criteria | Conditions of Employment | How Do I Apply? | **Privacy Act Statement** |

PRIVACY ACT STATEMENT

The National Security Act of 1947, as amended, (50 U.S.C. 401 et seq.) 10 U.S.C. 113, 5 U.S.C. 301, 44 U.S.C. 3102, and E.O. 9397 (SSN), authorizes collection of the requested information.

The information is collected to evaluate individuals for specific employment opportunities and to identify individuals who may be of potential assistance to US intelligence.

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the Department of Defense as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD 'Blanket Routine Uses' set forth at the beginning of the Defense Intelligence Agency's compilation of systems of records notices apply to this system.

Information is requested on a voluntary basis. Failure to provide information will have no effect on your employment.

The final tab contains the standard government Privacy Act Statement

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For All Applicants Applying on the Internet

Directorate for Human Capital

This is your Job Basket – for each vacancy announcement, you can choose to start your application, delete the job from the basket, or leave the job there to start another time.

View Job Postings

Job Basket

Here is the list of the jobs you have currently selected in your job basket. Click Apply to begin

Position Title	Closing Date	Pay Plan/ Series/Grade	Location	Vacancy Announcement		
Intelligence Officer (General Analysis)	06/27/2007	GG-0132-12/13	RESTON, VIRGINIA	R07-017913-01-LD	Delete	Apply
Senior Intelligence Officer (Collection Requirements)	06/19/2007	GG-0132-14	WASHINGTON, D.C.	PO7-017752-01-AYB	Delete	Apply
Staff Officer	06/22/2007	GG-0301-12	LANDOVER, MARYLAND	A07-017678-01-VNM	Delete	Apply
Executive Liaison Officer (DoD)	06/14/2007	GG-0301-13	ARLINGTON, VIRGINIA	A07-017565-02-CW	Delete	Apply
Vice Deputy, Chief Financial Executive for Financial Management (Comptroller)	06/07/2007	GG-0501-15	ARLINGTON, VIRGINIA	F07-017072-02-CG	Delete	Apply

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For All Applicants Applying on the Internet

Directorate for Human Capital

Start your application here!

The application process will involve your putting information into each of sixteen sections (bubbles). (Internet/NIPRNET has only 15 bubbles)

The information that you enter will be merged to create your application package.

Apply for Job

①—②—③—④—⑤—⑥—⑦—⑧—⑨—⑩—⑪—⑫—⑬—⑭—⑮—⑯

My Online Job Application

This is where you will complete your online application for a specific vacancy announcement. Data from your most recent resumé in eZHR will automatically populate these pages so we recommend that you update your resumé first!

Use the NEXT and PREVIOUS buttons at the bottom of each page to navigate. Do NOT use your browser BACK button.

This system will time-out after 30 minutes of inactivity (no movement between fields in the application). We strongly encourage you to frequently "Save as Draft" throughout the application process to avoid data loss.

Personal Accountability Statement

[Contact Us]   [Next]

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For All Applicants Applying on the Internet

At the bottom of each page, you can choose to
1. ***Save Draft and Exit –*** saves your data and takes you out of the system.
2. **Save Draft and Continue** - Save your data and continue working on the application. **NOTE:** The system times-out if you have not moved from one field to another for a period of 30 minutes.
3. ***Contact Us*** – provides a list of help-desk information
4. ***Previous*** – moves to the previous bubble/page
5. ***Next*** – moves to the next bubble/page

For All Applicants Applying on the Internet

Directorate for Human Capital

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯

Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Contact Details

You'll work through each of the 16 bubbles – building your application package as you go.

This page is crucial – we must be able to contact you!

Enter your name, address, telephone number and e-mail address, so we may contact you.

Name

Prefix:	MISS ▼
*First:	Ethel
*Last:	Bull

Middle Initial: _____

Suffix: _____ ▼

Name: Bull,Ethel

Address

Address 1:	RR5
Address 2:	
Address 3:	
Address 4:	
City:	Xenia
State:	OH 🔍 Ohio

Postal: _____

*Telephone: 513-372-5788   *Phone Type: Business 1 ▼ [Delete]

[Add]

*Email Address: digerse@dodiis.ic.gov   *Email Type: Business ▼

* Required Field

[Save Draft and Exit] [Save Draft and Continue]   [Contact Us] [Previous] [Next]

For All Applicants Applying on the Internet

Your provision of self-identification information is *optional*.

The information from this page will NOT be sent to selecting officials.

Apply for Job

①—②—③—④—⑤—⑥—⑦—⑧—⑨—⑩—⑪—⑫—⑬—⑭—⑮—⑯

Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Self Identification Details

Disclosure of this information is optional. DIA uses this information for statistical purposes only.

Diversity Information

Gender: ○ Male   ● Female

Ethnicity: ○ Hispanic   ● Not Hispanic or Latino

Race:
You may select more than one value

☐ American Indian/Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian/Oth Pac Island
☑ White

Disability

You may choose one of the hyperlinks below (if applicable) to update your record, or select the appropriate value from the drop down table that describes your disability. After choosing a Primary Disability, you may also choose a Secondary Disability if you so desire.

I do not have a disability   I do not wish to identify my disability status

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For All Applicants Applying on the Internet

Directorate for Human Capital

On this page you'll identify your citizenship and federal government work experience, including your military service.

NOTE - in order to be granted Veteran's Preference, you must attach appropriate documenting paperwork (DD-214, etc.)

Apply for Job

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Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Citizenship/Federal Government Employment

Identify your citizenship status and any service with the Peace Corps

*Are you a U.S. Citizen, by birth or naturalized?   ⦿ Yes   ◯ No

*Are you also a citizen of another country and currently in possession of a passport from that country? Dual citizenship may be a significant factor in determining eligibility for employment with the DIA.   ◯ Yes   ⦿ No

*In the past 4 years, have you been a Peace Corps volunteer, staff member, or administrative employee?   ◯ Yes   ⦿ No

If you have not worked for the Federal Government before, you may skip the following section. Click the "next" button to proceed with your application.

Federal civilian employee?   ☑ Previous Federal Employee   ☑ Previous Civilian Employee of DIA
                                ☑ Current Federal Employee   ☑ Current Civilian Employee of DIA

Veterans Information

Veterans Preference:	None
Reserve Category:	Not Applicable
Uniformed Service:	
Military Grade:	

For All Applicants Applying on the Internet

Directorate for Human Capital

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯

Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Current and Prior Employment

This page shows a summary of your employment history. To add employment information to the summary, click the ADD button below. List your job experience in chronological order beginning with your most recent employer. We recommend entering information for EACH of the jobs you have held even if you held several different types of positions while working for the same employer.

When entering your duties, use complete sentences only. DO NOT use bullets to describe each duty as the finished resume shows work experience in paragraph format and you must use sentences for it to view accurately.

Start Date	End Date	Employer	Ending Job Title		
07/05/1990	02/02/1995	Cooperative Extension Service	Home Economics Agent	Edit	Delete

Click here to add your work experience.

Add Work Experience

IMPORTANT: In order to edit any work experience shown in the list above, you MUST click the "Edit" button on the right of your screen.

Save Draft and Exit   Save Draft and Continue   Contact Us   Previous   Next

For All Applicants Applying on the Internet

Enter each of your instances of work experience on a separate page. Click "*OK*" at the end of each entry.

You'll be taken back to the main Work Experience Detail page – where you will click "*Add*" to enter another job.

Work Experience Detail

*Start/End Date: 07/10/1991 to 05/10/2005 ☐ Present

Employer: Cooperative Extension Service ☐ Federal Civilian Employer?

City: London State: OH Country: USA

Supervisor Name: Tom Jenkins

Supervisor Phone: 568/985-7456 Permission to Con

Ending Job Title: County Extension Agent, Home Economics

Hours Per Week: 56.0 **or** Days Per Month:

Ending Pay Rate: $33,666.000 Pay Frequency: Month

Job Duties: Served as a faculty member of Ohio State University, assigne of organizing, preparing, and presenting educational program consumer topics. Duties included.........

* Required Field

Tips:

Your work experience narrative should be very thorough – remember – this is your sales pitch!

- Avoid unexplained acronyms and buzz words that may have been specific to a job.

For All Applicants Applying on the Internet

Education

Provide your highest level of eduction from the drop down box menu. Then, click the ADD button to document additional details about your education (degree, major, school, etc.). You should include all completed and in-progress education beyond high school.

To change or correct any education information in your application, click the EDIT button next to the information you want to change. DIA will validate your education and may require a copy of transcripts in the future.

NOTE: If not instructed to do so in the vacancy announcement, please do not attach any transcripts to your online application.

*Highest Education Level: [A-Not Indicated ▼]

College/University Education

Degree	Major	Year Acquired	Projected Graduation Date
Associate of Business Admin	Agricultural Business/Agribusi	1991	

[Add Education]

Have you participated in the National Security Education Program?   ○ Yes ⦿ No

Have you participated in the Pat Roberts Intelligence Scholar Program? ○ Yes ⦿ No

* Required Field

> **Follow a similar process to document your college/university degrees…….**

Apply for Job

College/University Education Details

The search function for Degree, Major, and School is not case s...
your search does not find the data you are looking for, clear the...
(or filtered) text searches are recommended due to eZHR is on...

- To locate a Degree, look at the resulting list when you press the magnifying glass.
- To locate your Major, use the magnifying glass and enter in the first few letters of the Major and press Lookup. For example, enter "Poli" to receive a list of majors which begin with "poli" such as political science and government.
- To locate your school, use the magnifying glass. Enter the two digit state abbreviation in the state field and select lookup to see a list of all schools in that state. To further define your search; enter the first few letters of the school name in the Description field.

*Degree: [Associate of Business Admin] 🔍

Major: [Agricultural Business/Agribusiness Operations] 🔍

*School: [Ohio State Univ Columbus] 🔍

*Country: [United States] 🔍

☑ Graduated   ☐ Graduation Projected

Year Acquired: [1991]   Projected Graduation Date: [   ]

Overall GPA: [4.0]

> **Use the magnifying glasses to look-up your degree, major, etc.**

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Directorate for Human Capital

For All Applicants Applying on the Internet

Apply for Job

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Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Training

Document training that is relevant to the position for which you are applying. To add additional tra
click the ADD button. Use the EDIT and DELETE buttons to adjust your listed training.

Do not list courses which are listed on a submitted college transcript.

NOTE: If not instructed to do so in the vacancy announcement, please do not attach any transcrip
your online application.

Course Title	School Name		
Time Management	St. Petersburg Jr. College	Edit	Dele

[Add Training]

[Save Draft and Exit]   [Save Draft and Continue]   [Contact Us]   [Previous]

…and again to document your non-college-university education/training

Apply for Job

Training Details

In this section, enter the Course Title, School Name and Course Start Date.

*Course Title: Time Management

School Name: St. Petersburg Jr. College

*Course Start Date: 07/01/1995   (example: 12/31/2000)

*Course Completion Date: 07/03/1995   (example: 12/31/2000)

*Hours Completed: 24.0

[OK]   [Cancel]

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Directorate for Human Capital

For All Applicants Applying on the Internet

Tell us about your honors and awards on these pages ....

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯

Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Honors and Awards

Document honors or awards relevant to the position for which you are applying. To add additional honors/awards, click the ADD Award button. To delete a listing, click the DELETE button.

Honor or Award	Date Received	Grantor		
Yves Saint Lauren Award	01/08/1987	Vogue Magazine	Edit	Delete

Add Award

Save Draft and Exit   Save Draft and Continue   Contact Us   Previous   Next

---

Apply for Job

Honor or Award Details

In this section, list your honors and awards.

If you are a current civilian employee of DIA, applying on the eZHR system, ALL honors and awards you received while employed at DIA, and all awards you self-certified in your eZHR Self Service record, will display in every job application package you submit.

- In this section, list only honors or awards you received PRIOR to any employment with DIA.
- List only professional honors and awards.
- List honors and awards you have already received and are not anticipating receiving.
- You may list honors and awards received from the public or the private sector.
- Honors and awards should be entered using "mixed case", not all capital letters or lower case, e.g. President's Achievement Award.
- If your honor or award is not currently in the list, select the value of Not Listed and write in the name of your honor or award.

*Honor or Award: Yves Saint Lauren Award

Description	Award Code
Yves Saint Lauren Award	YESSLA

☑ Monetary Award

Issue Date: 01/08/1987   (example: 12/31/2000)

Grantor: Vogue Magazine

(Optional) In the block below, describe the reason you received this honor or award. You are limited to 254 characters.

For excellence in preparing and presenting a program for youth which focused on fashion design......

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For All Applicants Applying on the Internet

Apply for Job

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Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Licenses and Certificates

Listed below are your licenses and certificates. If none display, click the Add a License/Certification button to add items. If you have successfully met the requirements and received Joint Duty Certification, you should identify this certification here.

License or Certificate	Issue Date	Expiration Date		
Army Acquisition Corps	07/01/2010	07/02/2010	Edit	Delete

[Add a License/Certification]

[Save Draft and Exit]   [Save Draft and Continue]   [Contact Us]   [Previous]   [Next]

List your licenses and certificates here …..

Apply for Job

License/Certificate Detail

In this section, you may list your licenses and certificates that are relevant to the job for which you are applying.

- List only professional licenses and certificates.
- List only licenses and certificates you have already received and not those you anticipate receiving.
- You may list licenses and certificates received from either the public or the private sector.
- The titles of your licenses and certificates should be entered using "mixed case," not all upper case or lower case, e.g. Certified Public Accountant.
- For Joint Duty Certification, if the certification was received from DIA, use the "Joint Duty Certification" entry, otherwise use the "Joint Duty Certif Non-DIA" entry.
- If your license or certificate is not currently on the list, select "not listed" and write-in the name of your license or certificate.

*License or Certificate: Army Acquisition Corps

Issue Date: 07/01/2010   (example: 12/31/2000)

Expiration Date: 07/02/2012   (example: 12/31/2000)

License/Certification Number: AG1256987

Issued By: Army Acquisition Corps

Country: USA

State / Province: VA   Virginia

[OK]   [Cancel]

* Required Field

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Directorate for Human Capital

For All Applicants Applying on the Internet

and record your language skills here …..

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯

Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Self-Assessed Languages

Use this page to list and self-certify your foreign languages fluency. If you have foreign language skills, but have not taken a Department of Defense approved test (i.e., DLPT, DLRPT, or OPI), you may self-certify your language capability here. Or, if you have taken a Department of Defense approved test, but did not meet the criteria for Foreign Language Proficiency Pay, you may self-certify your languages here.

Language	Listening Proficiency	Reading Proficiency	Speaking Proficiency		
Amharic	3	3	3	Edit	Delete

Add a Language

Have you taken a Defense Language Aptitude Battery Test (DLAB)?   ○ Yes ◉ No

Save Draft and Exit   Save Draft and Continue   Contact Us   Previous   Next

Apply for Job

Language Details

*Language: Amharic

*If you have taken a language test, please indicate which test. Otherwise, select "None": Help   0001   Defense Language Proficiency Test and Oral Proficiency Interview

DLPT Test Date: 07/01/2010
OPI Test Date: 07/02/2010

Proficiency Rating

Listening: 3

Reading: 3

Speaking: 3

*How was your language acquired?   College   Help

*Are you able to translate this language into English?   Yes   Help

*Are you able to interpret this language into English?   Yes   Help

For All Applicants Applying on the Internet

Directorate for Human Capital

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯

Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Mandatory Position-Related Assessment Factors

View the Vacancy Announcement Text

When completing the online application, you will be required to provide a response to each position-related assessment factor. These factors describe capabilities which directly relate to the position being advertised and are essential for successful job performance. You will select from the following when responding to each factor:

A - Lacks education, training or experience in performing this task
B - Has education/training in performing task, not yet performed on job
C - Performed this task on the job while monitored by supervisor or manager
D - Independently performed this task with minimal supervision or oversight
E - Supervised performance/trained others/consulted as expert for this task

Your responses should then be substantiated in the information you provide in the Work Experience section of the application.

Your response to each factor must clearly be supported in your Work Experience. Your work experience entries must document experience and accomplishments as they relate to the duties and responsibilities identified in the position description so it is evident that you possess the necessary qualifications to successfully perform the job duties described in this announcement.

1. Advocates new and novel approaches to knowledge development, acquisition and sharing

Response: [▼]

A - Lacks education, training or experience in performing this task
B - Has education/training in performing task, not yet performed on job
C - Performed this task on the job while monitored by supervisor or manager
D - Independently performed this task with minimal supervision or oversight
E - Supervised performance/trained others/consulted as expert for this task

2. Makes relevance

Response:

Click the drop-down arrow and select one of the 5 responses for each factor.

You CANNOT submit your application until you respond to each mandatory factor.

It is your responsibility to "prove" your factor responses – within your other application sections.

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For All Applicants Applying on the Internet

Apply for Job

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Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Highly Desired Assessment Factors

View the Vacancy Announcement Text

You will be assessed against the following optional highly desired assessment factors (HDAFs), which are used to identify the best qualified applicant in cases where several applicants appear to be comparatively qualified based upon responses submitted to the mandatory assessment factors as well as work experience provided in support of those responses. For each of the listed factors, you have the options to indicate a 'Yes' or 'No' response.

If you provide a response to a highly desired factor ensure the response is clearly supported in the appropriate area of the application:
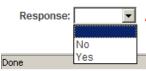
Languages: If you have selected 'Yes' to a language HDAF, the language(s) must be listed in the Language section of the application.

Degrees: If you have selected 'Yes' to a Degree HDAF, the degree(s) must be listed in the Educational Details section of the application.

Licenses/Certifications: If you have selected 'Yes' to a License/Certificate HDAF, the license(s) and or certification(s) must be listed in the Licenses and Certifications section of the application.

Lastly, any other HDAF for which your response is 'Yes' must be clearly supported in the information you provide in the Work Experience section of the application.

1. **Graduate of the DIA Foreign Disclosure Course and 1 Year experience at the Combatant Command Level working as Foreign Disclosure Officer.**

Response: [▼]
No
Yes

Done

For the Highly-desired Assessment Factors, click the drop-down arrow and select either "Yes" or "No."

Responses to the highly desired factors are recommended, but not required. The responses are used ONLY as tie-breakers.

It is your responsibility to "prove" your factor responses – within your other application sections.

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For All Applicants Applying on the Internet

Apply for Job

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Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Application Attachments

From the information you entered on this application, we have determined the following attachments are necessary. If the required attachments are not provided electronically with your application, DIA will require a copy of them in the future.

NOTE: If not instructed to do so in the vacancy announcement, please do not attach any transcripts to your online application.

To ensure your file is successfully submitted electronically, each attached file should not exceed 2 MB in size.

FACULTY AND ACADEMIC APPLICANTS ONLY: If your attachment exceeds the 2 MB limit, please attach your document(s) using multiple attachment types in smaller file sizes. Only when necessary, you may call the Point of Contact on the Vacancy Announcement to make arrangements to submit your attachment(s) larger than 2MB.

Attachments		
Type of Attachment	**Attached File**	
Your School Transcript(s)		Add Attachment
Resume Attachment		Add Attachment

Save Draft and Exit   Save Draft and Continue   Contact Us   Previous   Next

IF you have listed college education, you will be asked to attach a copy of your transcript(s).

IF you are claiming veteran's preference, you will be asked to attach documenting paperwork.

IF you do not have electronic copies of these documents – and cannot scan them – call the personnel contact listed on the announcement to ask how to proceed.

For All Applicants Applying on the Internet

Directorate for Human Capital

Apply for Job

(1)-(2)-(3)-(4)-(5)-(6)-(7)-(8)-(9)-(10)-(11)-(12)-(13)-(14)-(15)-(16)

Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

How did you learn about the opportunities at DIA?

Select the Referral Source and Event Code from the options below, which best describe how you learned of DIA employment opportunities. If your referral source is "Other Sources," please provide details in the "Other Referral Source" field (a free text field).

Referral Details

*Referral Source:

Employee Referral
Hiring Event
Job Fair
Movie Theater
Other Source
Print Media
Radio Advertisement
TV Advertisement
Web Site

* Required Field

| Save Draft and Exit | Save Draft and Continue | Contact Us | Previous | Next |

On this page, you'll tell us how you learned about us.

eHR

For All Applicants Applying on the Internet

Directorate for Human Capital

Apply for Job

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16)

Ethel Bull

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Submit Application Package

To review your application information, you may:

- Click the SAVE AS DRAFT button below. You will be able to see your entire application online or print it

        OR

- Click the circles on top of the page - or use the PREVIOUS and NEXT buttons on the bottom of each pa input. Do not use the BACK button on your browser.

When you are completely satisfied with your application, click the SUBMIT button to send it to us. Your a until you SUBMIT it.

Once you submit your application, you will only be able to update your contact information (DIA civilian employees must update their contact information in their eZHR self-service record). If you need to change substantive content, you will have to prepare and submit a new application before the vacancy announcement closing date. We will consider your most recently submitted application.

This application will remain available for you to view for a period of 12 months from the last date you accessed this site.

Would you like to share this application with other agencies? [▼]

Personal Accountability Statement

[Save Draft and Exit]   [Save Draft and Continue]   [Submit]   [Contact Us]   [Previous]

THE LAST BUBBLE!

You may "*Save as Draft*"

OR –

Click "*Submit*" to send your application to us.

You may submit only ONE application to any ONE announcement – per day. If you find an error and need to re-submit – you'll have to wait until the next day.

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Directorate for Human Capital

For All Applicants Applying on the Internet

When you *Save as Draft* – you'll next see this screen.

Click *OK* to review and print your application.

| OK |

Apply for Job

Save Confirm

Susan Gerhard

Vacancy Announcement Number: H10-028179-01-WP

Human Resources Specialist (Information Systems)   IA-0201-B04

Your Application has been Successfully Saved as Draft.

Your application has been successfully saved. When you click O[...]
to a page where you can review or print your application. Your app[...]
[...]l and submitted.

Click here to view your application data.

Click here to continue - or to delete this application.

Application Date	Position Title	Pay Plan-Series-Band/Grade	Location	Vacancy Announcement Number	Closing Date	View My Application		
07/20/2010	Human Resources Specialist (Information Systems)	IA-0201-B04	WASHINGTON, D.C.	H10-028179-01-WP	07/28/2010	My Application	Continue	Delete
07/09/2010	Intelligence Officer (Terrorism)	IA-0132-B03	WASHINGTON, D.C.	P10-028157-01-SBG	07/09/2012	My Application	Continue	Delete
03/28/2009	Intelligence Officer (Liaison)	IA-0132-B04	BERLIN, GERMANY	R09-024305-01-LD	04/14/2009	My Application	Closed	Delete
03/28/2009	Intelligence Officer (Health Systems)	IA-0132-B03	FORT DETRICK, MARYLAND	P09-024351-01-DEB	04/17/2009	My Application	Closed	Delete
02/17/2009	Supervisory Staff Officer	IA-0301-B04	WASHINGTON, D.C.	A09-023726-01-LP	03/06/2009	My Application	Closed	Delete
02/06/2009	Intelligence Officer (CI Analysis)	IA-0132-B03	ARLINGTON, VIRGINIA	T09-DX-023719-01-WT	02/24/2009	My Application	Closed	Delete

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For All Applicants Applying on the Internet

Your Draft Application

This is your draft application information. Please note that while you are able to view the information contained in the Applicant Profile section of this application (race, gender, etc.), that information will NOT be provided to individuals responsible for making selection decisions

Gerhard,Susan E

Addresses

Home
7706-M Haynes Point Way

Alexandria   VA   22315

Mailing

Phone Numbers
Business 1   202/231-5673

Print Application

NOTE: Output will be e-mailed to you in PDF format for printing and/or saving.

*** Unclassified ***

Susan E Gerhard
APPLICATION DATE: 06/06/2007
VACANCY ANNOUNCEMENT NUMBER: R07-017913-01-LD
Intelligence Officer (General Analysis)   GG-0132-12/13

Address   **E-mail Address:**   digerse@dia.ic.gov
7706-M Haynes Point Way   **Phone Numbers:**   Home: 703/339-5432
 Alexandria, VA 22315   USA   Business: 202/231-5673
                                                          Cell: N/A

EDUCATION

1976   Master's Degree   Home Economics, General
                                     Ohio Univ Athens

1967   Bachelor's Degree   Home Economics, General
                                     Ohio State Univ Columbus

SELF-CERTIFIED LANGUAGES

> **This is your Draft Application. If you push the "*Print Application*" button, the system will send a copy of the final application to you as an e-mail attachment – in PDF format.**

> **You'll see similar screens when you push the *Submit* button.**

For ALL potential applicants

DIA Applicant Home

Welcome to your DIA Applicant Home page! Click the links below to explore employment opportuniti[es] the Defense Intelligence Agency.

Take a look at our job postings and hiring events, then apply for jobs!
You will be able to save applications as drafts. We will maintain a history of all of your submitted applications

Register with our Job Alerts agent
You will tell us the types of jobs that interest you and we will send e-mail alerts to [y]ou those types of jobs are advertised. The job alert criteria that you identify will rem[ain ad] 12 months from the last day you modified it.

View Application Status
Take a look at the status of your submitted applications.

Finish An Application Saved in Draft
Finalize a job application that you previously saved in draft form.

View My Job Basket
Click here to view the vacancy announcements that are in your Job Basket - and apply

If you'll tell us what types of jobs interest you, we'll send an e-mail message to you when jobs that match your criteria are posted!

Click here to tell us what you'd like! You can change your requests at any time!

For ALL Potential Applicants

You can define your Job Alert request by job category, location, keyword, salary, or pay grade.

Be careful – sometimes you can set your parameters TOO closely! You don't want to miss great opportunities.

You may come back at any time and change your settings.

Job Alerts

This page enables you to create or modify your job alert profile. Select your search criteria below. You can enter multiple job categories and locations. The Job Alert will use all of the items selected below. Once you have made your selections, click the save button and you will be notified by e-mail of any requisitions meeting your specified criteria. You must specify at least one search criteria in order to save your profile.

Please Note: Not all opportunities have a specified salary range. Choosing the minimum salary requirement may restrict opportunities that are available to you.

Job Categories (check all that apply)

☐ Information Technology	☐ Facilities and Logistics	☐ Financial Services	☐ Executive Positions
☐ Special Programs	☐ Rotational Assignments	☐ Administrative	☐ Collection
☐ Human Capital	☐ Analysis	☐ Security	☐ Legal Services
☐ Education	☐ Intelligence Operations	☐ Technicians	☐ Communications and Media
☐ Health Services	☐ Oversight and Compliance	☐ Science and Technology	☐ Counterintelligence
☐ Jobs Relocating Under BRAC	☐ Acquisition and Contracting		

Special Categories

☐ Entry Level Program(s)
   Click here to review and apply for entry level program vacancies
☐ Hiring Event(s)
   Click here to review and pre-register for DIA's hiring events

Location(s)

Location: [▼]   [Delete]

[Add a Location]

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Directorate for Human Capital

For ALL Applicants

How will you know the status of your application?

We will send an e-mail message to you:

1. When we receive your application.

2. When your application is being referred for further consideration.

3. If we are no longer considering your application

4. If the vacancy announcement is cancelled.

For everyone!

- **Need Help with the on-line application process?** Please contact the eZHR Help
- Desk at (703) 699-7400
- (DSN 312-499-7400).

- **We're available:**
  Monday-Friday   7:00 a.m. - 11:00 p.m. ET
  Saturday-Sunday   11:00 a.m. - 10:00 p.m. ET
- e-mail (NIPRNet,internet): diajobs_help@dia.mil